

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR RENEWAL OF LICENSURE IN ARKANSAS

These instructions accompany your 1999 notice of renewal of licensure. Review the renewal form carefully to be sure that your name, address and company name are correct. If there is an error or you have a new address or new employment, please advise.

If you do not wish to renew your license, please show this under Part I, sign and return the form. Please note that the Law makes no provision for an inactive license. An inactive status is provided only for an exemption from the continuing professional competency requirements. (See the next column.) A license not renewed with proper fee lapses on December 31, 1998. To be reinstated, a licensee must file a reinstatement application and meet the statutory requirements of the current Law.

Continuing professional competency is required for renewal of license. State of Arkansas A.C.A. 17-30-101 et seq., and the Rules of the Board Article 20 requires that each Professional Engineer must meet annual Continuing Education Professional Competency requirements to renew individual license the requirements are as follows:

Class	PDH Required	Type of Activity
PE	15 PDH	Engineering related
PE/PLS	5 PDH	Engineering related
	5 PDH	Land Surveying related

Plus 10 PDH in either

In order to complete renewal of licensure, you must complete Parts I, II and III of the enclosed application for renewal. Part II, a detailed listing of your activities showing categories as provided by the rule, should be completed and then totaled under Part III.

PE's - If you have an exemption from the continuing professional competency requirement, we require that you complete only Part I.

See below as to who may claim an exemption from completing the continuing professional competency requirement. **Please note, requests for exemptions must be submitted before December 1, 1998.** Also, an exemption from the continuing professional competency requirement does not exempt one from the renewal fee.

Who may claim an exemption from the continuing professional competency requirement?

- (1) New licensees for first renewal period (all licensed after December 1997) are exempt this year.
- (2) Those who have qualified or those who may qualify for a Inactive Status for continuing professional competency, are exempt.
- (3) Those in foreign employment for more than 120 consecutive days or a noncareer military licensee serv-

ing on active duty for more than 120 consecutive days may be exempted upon Board approval. We require supporting documentation.

- (4) Those who have experienced during the past year a serious illness or injury of a nature and duration which has prohibited completing continuing professional competency requirements this past year may be exempted for one year only. This exemption is to give them sufficient time to recuperate and begin to earn the necessary professional development hours for next year. Supporting documentation such as a letter from your physician must be furnished to the Board.
- (5) Professional Engineer registrants may be exempt if they are sixty-five (65) years of age and have twenty-five (25) years of acceptable professional experience. This request must be submitted annually on forms supplied by the Board and the request must be approved by the Board.

If you apply under the exemption section, it will be necessary that you certify to your exemption under Part I of the Continuing Professional Competency form. An exemption requested for "Other" will require a letter of explanation or an exemption application.

Comity - If you are currently licensed as a PE in, and are a resident of or are currently employed in a state that has mandatory continuing professional competency, you are not required to complete Part II and Part III of the renewal application form. You are required, however, to certify under Part I that you are a resident of or employed in that state and you have met all continuing professional competency and licensing requirements in that state.

Step 1 -- Complete Part I

Affirmation of Eligibility for Renewal -

You must complete this section, sign, date and provide your social security number. We cannot process your renewal unless Part I is completed and you enclose your remittance of \$20.00 if submitted before January 1, 1999. See the renewal form for fee plus late charges due after January 1.

Note. Your license lapses on December 31, 1998. If you practice or offer to practice in Arkansas after this date, unless renewed, you will be violating the Licensure Law and subject to disciplinary action.

Step 2 -- Complete Part II

Detailed Listing of Required Educational Activities

On line one, show "from and to" date for period during which you earned professional development hours and for which you wish to claim credit. **The beginning dates should be after January 1, 1997.**

A PE may carry up to 15 PDH's forward to the next year and a PE/PLS may carry forward 20 (10 in each area). See line b. under Part III for PDH's carried forward from last renewal period.

In Part II, list your activities in the space provided using as many blocks as required. If you need additional space, duplicate Part II of the form and identify the duplicated form with your license number. Under the column, Dates of Activity, please furnish the date (month, day and year) or beginning and ending dates of each course, seminar, etc.

You may use a computer generated form to list your activities if it is similar to Part II. Please limit your page size to 8 1/2 X 11 and be sure you clearly show your license number.

It is important that sufficient name and/or description be given to identify that the activity relates to engineering/land surveying, as appropriate. You must provide the name of the sponsoring organization and the location of where the instruction or class was held. For classes that are part of a college curriculum please list class number.

In the last two columns, show the type of activity and the number of PDH's claimed for each activity. Note the chart on the second page of the renewal form regarding type of activity. A PDH credit is roughly equivalent to one clock hour of instruction and should be rounded to the nearest half hour.

We require no documentation at this time. The Board will audit a selected percentage of all renewals to ensure compliance with professional development requirements. Auditing will be done after renewals are complete. If your name is selected for an audit, you will be contacted to provide the necessary documentation.

You should maintain all records of attendance and completion of PDH credits for three years for audit purposes.

If we accept your renewal application and renewal fee and the Board later notifies you that PDH credit claimed under Part II is disallowed, you will have 180 days after notification to provide further information for substantiation or to obtain the necessary PDH's to meet the requirement.

General Requirements - All activities for which PDH credits are claimed must be relevant to the practice of engineering or land surveying and may include technical, ethical, or managerial content. These activities should advance the professional or technical competence of the licensee.

Qualifying educational activities may be sponsored or presented by college or universities, by employers, by government agencies, by all affiliated engineering or land surveying technical or professional societies, or by other organizations. **The Board does not preapprove courses for PDH credit.** It is your responsibility to assure that the activities in which you participate meet the requirements.

Educational activities to meet Arkansas continuing professional competency requirement can be earned in any jurisdiction or territory.

Typical activities that will qualify are:

Completing or attending qualifying courses, seminars, instruction, in-house programs, or training.

Attending technical or professional society meetings when an engineering/land surveying topic is presented as a principal part of the program

Teaching a course for the first time or if substantial time has been spent in updating material if previously taught

Attending satellite video courses where attendance is verified and program material meets the requirements

Language courses or software instructional courses that relate to the improvements of one's business or profession

Typical activities that will not qualify are:

Regular employment

Real estate licensing courses

Personal, estate or financial planning

Self study or personal self improvement courses

Service club meetings or activities

Equipment demonstrations or trade shows

Topics not relevant to engineering or land surveying

Enrollment without attendance at courses, seminars, etc.

Credit for courses taken prior to licensure

Repetitive teaching of the same course without updating the course material

Attending committee and business meetings of any organization

Conversational language courses for personal use

Engineering related activities will not qualify as meeting the requirements for land surveying and land surveying related activities will not qualify as meeting the requirements for engineering.

Step 3 -- Complete Part III

Totals

The PDH credits which you claimed in Part II should be totaled on line a. of Part III. On line b. we show your PDH's carried forward from last renewal period.

On line c., total lines a. and b. Deduct the PDH's required for this year and show the PDH's to be carried forward, if any, on line d. (15 PDH's are required of a single licensee).